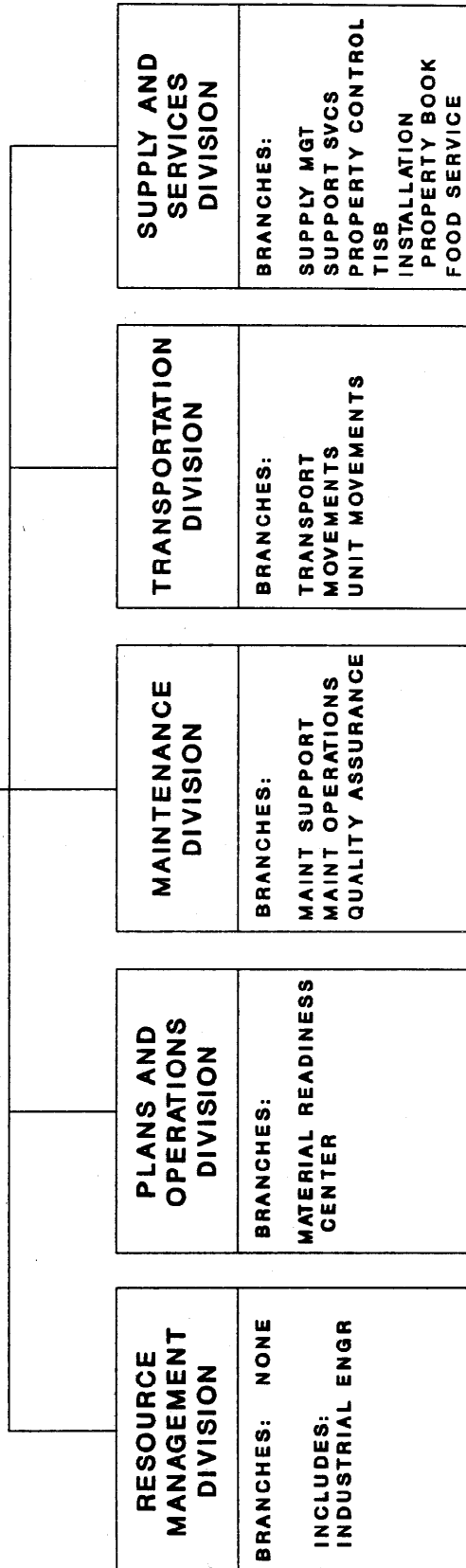


G-4/DIRECTORATE OF LOGISTICS



CHAPTER 18

G-4/DIRECTORATE OF LOGISTICS

Section I. RESPONSIBILITIES

18-1. G-4/DIRECTOR OF LOGISTICS (DOL). Serves as the Commanding General's principal staff officer for logistics and is responsible for general supply and maintenance, laundry, food, transportation services, including nontactical vehicle motor pools, and logistical support plans. Serves as Stock Fund Program Director and as a member of the USAARMC Program Budget Advisory Committee (PBAC). Serves as a member of the Installation Planning Board and is chairman of a Joint Interservice Resource Support Group (JIRSG), chartered by the Defense Regional Intra/Interservice Support Program (DRIS).

Section II. FUNCTIONS

18-2. RESOURCE MANAGEMENT DIVISION. a. Advises the G-4/DOL on management matters within the directorate and assigned off-post responsibilities.

b. Serves as the regional focal point for all JIRSG matters providing technical advice, guidance, motivation, and assistance to all elements within regional area of responsibility. Maintains active liaison with JIRSG points-of-contact within regional area to ensure awareness of all ongoing consolidation studies, intraservice, interservice (DRIS), and Commercial Activities (CA) studies.

c. Reviews base operations within regional area to determine potential for increased interservicing of base support. Plans, researches, and executes regional studies, handling controversial problems, and suggesting new techniques or approaches to accomplish program goals. Activates JIRSG substudy groups as required to perform specific studies; monitors study group progress and provides assistance in the resolution of problems.

d. Plans, directs, and supervises consumer fund programming, budgeting, execution, and review and analysis for all logistical activities both on and off post.

e. Performs Labor-Management negotiations; administers and coordinates labor relations matters for the directorate.

f. Plans, directs, and supervises Army Stock Fund Operations to include programming, budgeting, and review and analysis for USAARMC and tenant activities.

g. Financially controls inventories through the Financial Inventory Accounting System, to include formulation of policies and supervision of the reporting system.

h. Monitors application and reviews progress of the work measurement program in the directorate. Performs methods, cost and analysis, and special studies within the directorate.

i. Supervises and coordinates continuous subject matter systems analysis for individual or integrated systems concerning supply, services, maintenance, stock fund, and financial inventory accounting systems. Coordinates with the Directorate of Information Management to obtain automation support.

j. Performs office services for the directorate.

k. Negotiates, monitors, and documents Intra/Interservice Support Agreements and Host-Tenant Agreements between all Fort Knox organizations and other Government agencies. Acts as lead agency for Joint Interservice Resource Support Group reviews in the SO-7 area.

l. Represents the Director on the Junior PBAC.

m. Coordinates, reviews, and negotiates mission gains and losses as they affect logistics and other installation operations. Formulates procedures and methods to effect smooth transitions and consistency with USAARMC Management Systems.

n. Coordinates, monitors, and reviews external inspections and provides replies for affected areas within the directorate.

o. Serves as Personnel Manager for the directorate and is responsible for all facets of personnel administration and utilization. Recommends distribution of all personnel increases and decreases. Defends directorate position to higher levels on all changes. Maintains TDA for the directorate coordinating manpower survey data. Reviews and approves/disapproves all Schedule X submissions recommending alternative solutions. Monitors personnel utilization within the total directorate approving/disapproving personnel actions.

18-3. PLANS AND OPERATIONS DIVISION. Advises and assists the G-4/DOL and staff on the planning and status of logistical activities; provides logistical plans support in developing, authorizing, and coordinating logistical plans. Formulates organizational supply policy and procedures to include managing the Command Supply Discipline Program. Conducts logistics planning for mobilization and base expansion for active duty and Reserve Component units. Receives, reviews, maintains, processes all related documents, and monitors

reports of survey and other documents in accounting for lost, damaged, and destroyed property. Principal USAARMC consultant on logistical policies, procedures, and guidance for organizational supply and logistical planning. Coordinates supply actions, policy, and procedures changes with higher headquarters. Advises the G-4/DOL and staff of logistics support requirements and scheduling of the fielding of newly developed/modernized material and equipment. Collects, edits, compiles, monitors, and automates materiel readiness and other logistics reports through use of automated systems which create a data base and provide management information for use at all levels of management. As principal staff advisor on Ammunition Surveillance, conducts technical inspections and investigations. Advises the USAARMC staff, supported units/activities, AMCCOM, and higher headquarters. Serves as action agency/coordinator for the directorate on logistical actions involving more than one division.

a. Inspection/Audit:

- (1) Implements organizational supply policies and procedures.
- (2) Evaluates and monitors the Command Supply Discipline Program. Performs Command Supply Discipline evaluations.
- (3) Reviews, coordinates, and approves lateral transfers and DRMO withdrawals. Monitors requests for nonstandard commercial equipment.
- (4) Provides verbal and written technical advice to assigned and tenant organizations on subject areas relating to property accountability, inventory, management, and supply discipline. Conducts periodic unit/organization training in selected supply subjects as Command Supply Discipline Program, Property Accountability (General), Property Responsibility, Inventory of Property, Property Authorizations (The Army Authorization Document System), and Special Accounting/Inventory Requirements for Sensitive Items, Weapons, and Ammunition.
- (5) Conducts assessments of supply problems.
- (6) Provides inspection assistance to activities as tasked in the conduct of command inspections, special inquiries, and investigations of logistical subject areas.
- (7) Serves as the installation coordinator for precious metals recovery.

b. Mobilization Planning:

- (1) Serves as principle USAARMC consultant of logistical guidance for mobilization planning.

(2) Serves as G-4/DOL centralized point for mobilization planning and coordinator for decentralized execution upon declaration of mobilization. Serves as G-4/DOL coordinator for Emergency Deployment Readiness Exercises (EDRE) and Mobilization Exercises (MOBEX).

(3) Develops, formulates, and coordinates logistical plans and procedures for implementation during peacetime and mobilization.

(4) Conducts formal classroom and individual instruction on mobilization/deployment procedures for AC and RC units.

(5) Establishes and maintains automated logistical data base for classes of supply in support of mobilization and training base expansion. Identifies and establishes requirement for CWCE, OCIE, CDE, and individual weapons for CONUS Replacement Center (CRC). Monitors and maintains ammunition basic load computation for AC and RC units.

(6) Responsible for Mobilization Equipment Redistribution System (MOBERS) utilizing Developmental Army Readiness and Mobilization System (DARMS).

(7) Responsible for the operation of the G-4/DOL Logistical Operation Center (LOC) during peacetime crisis and mobilization contingencies.

c. Reports of Survey:

(1) Administratively processes and monitors reports of survey from initiation until completion for the TRADOC activities. Every step is monitored, supply expertise and assistance is provided to the Appointing and Approving Authorities and to the Survey Officer during the entire process. Processes collection action and maintains files of reports of survey in central repository. Processes appeal actions.

(2) Conducts formal classroom instruction on property accounting procedures for lost, damaged, or destroyed government property. These classes are given quarterly or on an "as needed" basis.

(3) Provides the approving authority with a quarterly management report identifying completed property adjustment documents for the quarter and also identifies problem areas, such as initiation and processing time and overdue surveys.

d. Force Integration and Modification:

(1) Coordinates logistical actions for support of new equipment being fielded to all supported units. Identifies potential problems associated with new equipment fieldings and recommends solutions. Coordinates and maintains status and arrival schedules on new equipment requiring logistical support.

(2) Serves as the installation TMDE Coordinator. Directs and monitors the installation Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Repair Program.

(3) Coordinates, monitors, and directs all actions regarding displaced excess and equipment redistribution.

e. Ammunition Surveillance:

(1) Advises the G-4/Director of Logistics (G-4/DOL), USAARMC staff, supported units/activities, and AMCCOM.

(2) Conducts ammunition surveillance technical inspections and investigations.

(3) Investigates explosive accidents and incidents and conducts safety inspections. Performs on site investigations and coordinates actions/results with AMCCOM and higher headquarters. Advises units/activities in correcting safety hazards. Coordinates safety related incidents with the USAARMC Safety Officer.

(4) Maintains ammunition suspension control and checks incoming shipments.

(5) Prepares and updates ammunition lot number reports, prepares test sheets and inspection reports.

18-4. MATERIEL READINESS CENTER. a. Ensures that materiel readiness program objectives of the installation and higher headquarters are properly implemented and executed. Establishes and maintains the Materiel Maintenance Readiness Logistics Program (MMRLP) for reportable equipment. Develops, programs, implements, and executes plans and procedures for collecting, editing, compiling, analyzing, and disseminating materiel readiness reports and related correspondence. Identifies materiel readiness problems and recommends corrective actions.

b. Monitors materiel readiness reporting and provides logistical assistance to improve the Full Mission Capable (FMC) rate of reportable equipment.

c. Assists and advises units in reaching and maintaining reportable equipment at the Acceptable Percentage Rate (APR) with all equipment being fully mission capable.

d. Monitors maintenance and supply controls to prevent abuse of priorities and to enforce maintenance and supply discipline.

e. Compiles and publishes quarterly logistics bulletins to disseminate supply and maintenance information to supported units/activities.

18-5. MAINTENANCE DIVISION. Advises the Directorate and Staff on maintenance matters for installation and satellite activities. Plans, directs, and supervises the execution of operating plans for the performance of the DS/GS maintenance mission. Acts as Contracting Officer Representative (COR) for aircraft maintenance and AOAP contracts.

18-6. MAINTENANCE OPERATIONS BRANCH. a. Plans, supervises, and coordinates the activities of the Tactical Vehicle Section, Component/Assembly Repair Section, Allied Trades Section, and Electronic/Communication Repair Section.

b. Provides direct and general support maintenance and applied authorized modifications on track laying combat vehicles and heavy engineer equipment. Provides support maintenance for wheeled vehicles, materiel handling equipment, light engineer equipment, and RIMS assemblies.

c. Provides field contact support to units in the field. Provides support maintenance for small components, engines, and transmissions.

d. Provides allied trades services (machining, welding, etc.) in support of the maintenance mission and special projects, to include assisting in design and fabrication for the USAARMC and USAARMS. Provides maintenance support in the areas of furniture repairs, canvas, and upholstery requests.

e. Provides direct and general support and limited depot maintenance of electronics/communication equipment as authorized by commodity managers; applies authorized modifications on general support equipment to include small arms weapons, instruments, and fire control, electronics and communications, and office machines.

18-7. MAINTENANCE SUPPORT BRANCH. a. Plans, supervises, and coordinates the activities of the Production Control Section, and Warehousing and Expediting Section.

b. Develops procedures to receive, schedule, accomplish maintenance, and return equipment to the customer. Translates established priorities into assignment within shop capability and maintains control over production within the maintenance shops by use of a semi-mechanized system.

c. Performs functions necessary for requisitioning supplies, repair parts, tools, and equipment. Maintains stock control records as prescribed by current directives.

d. Performs functions necessary for receiving, storing, issuing, and turning in of supplies, repair parts, tools, and equipment. Supervises the cannibilization point.

18-8. QUALITY ASSURANCE BRANCH. a. Plans, directs, and supervises inspection functions assigned to the Maintenance Division.

b. Performs initial, in-process, and final inspection on equipment repaired and/or modified.

c. Provides technical assistance to shop personnel and support units. Assists in the development of internal capability of maintenance personnel to maintain new equipment being introduced into the system.

d. Provides liaison service to MTOE maintenance units that are under the operational control of the Chief, Maintenance Division.

e. Maintenance Assistance and Instruction Team (MAIT) provides maintenance assistance and instruction on matters pertaining to maintenance management and materiel readiness to all on-post units and activities to include applicable Reserve components.

f. Develops unit self-sufficiency for the attainment of a high state of materiel readiness.

g. Provides maintenance management instructions and technical guidance on equipment to assist customers in maintaining readiness posture.

18-9. TRANSPORTATION DIVISION. a. Provides nontactical vehicle, rail, packing, and crating support to the installation and satellite activities; plans and coordinates movement of individuals, personal property, troops, supplies, equipment, and unit moves. Plans and coordinates transportation requirements relative to mobilization to include maintenance of mobilization stocks.

b. Advises the directorate on transportation matters. Plans, directs, and supervises transportation activities to include nontactical vehicle motor pool, rail operations, freight and passenger service, troop movement, mobilization, movement of personal property, and packing and crating functions.

c. Conducts studies and surveys of activities and operations as required.

d. Maintains statistics pertaining to workload, production, manpower costs, performance, and other matters required by the Chief, Transportation Division, compiles and submits reports pertaining to assigned responsibilities.

e. Performs a variety of duties in coordinating and negotiating union activities of the division.

f. Maintains administrative and publications files for the division and performs other miscellaneous administrative functions.

g. Provides office services support for the division.

18-10. MOVEMENTS BRANCH. a. Supervises and coordinates administrative functions pertaining to transportation of personnel, household goods, and freight via military and commercial methods.

b. Provides facilities for consolidation, packing, crating, and shipment of military supplies and equipment and for receipt and temporary storage of personal baggage.

c. Supervises and renders technical advice on the documentation and preparation of equipment and supplies for shipping, on-loading, stowing, and securing equipment for rail movement.

d. Inspects commercial facilities to ensure compliance with Government standards for temporary storage of household goods.

e. Renders assistance to activities and/or units engaged in classified or nonclassified movements.

f. Monitors the performance of commercial carriers serving the installation to ensure that service provided is adequate.

g. Ensures that an equitable distribution of the Army transportation dollar is made without discrimination among carriers.

h. Drafts correspondence in reply to queries received concerning household goods, passenger, freight movement data, and maintains suspense files.

i. Supervises and operates the intra-post railway system. Coordinates operations with commercial railway operations. Performs organizational maintenance on two locomotives and one crane assigned to the installation.

j. Arranges for convoy clearances and requests authority for operation of oversized, overweight vehicles on public highways.

k. Counsels soldiers relative to personal shipping and storage entitlements, prepares applications, and coordinates with commercial carriers for providing services.

l. Monitors services provided by Scheduled Airlines Ticket Office to accommodate official travel requirements.

m. Coordinates official travel arrangements requiring commercial travel, including rental car when required and authorized in travel orders.

n. Maintains mobilization stocks for active duty, reserve component, and National Guard units mobilizing at this installation.

18-11. UNIT MOVEMENT BRANCH. a. Coordinates unit movements, to include air and rail movements, to and from the installation. Periodically conducts rail loading classes.

b. Coordinates and controls Departure/Arrival Airfield Control Group (DAACG) operations at regional Aerial Port of Embarkation (APOE).

c. Monitors the Computerized Movement Planning and Status System (COMPASS) program established by FORSCOM.

d. Validates and maintains Automated Unit Equipment List (AUEL) for Active Component (AC) and RC units assigned to installation and for mobilization support.

e. Maintains data covering laws, regulations, routes, overnight stops, and vehicle requirements for units deploying by convoy to Port of Embarkation (POE), training sites, or other locations.

f. Maintains inventory of all 463L pallets and nets assigned/located on the installation.

g. Coordinates the operation of the Transportation Movement Control Center at the installation during contingencies.

18-12. TRANSPORT BRANCH. a. Provides automotive transportation services for the installation through use of General Services Administration (GSA) assets. GSA is collocated in the transportation motor pool.

b. Supervise operation of general transport administrative vehicles assigned to the installation and satellited units.

c. Supervise safety and security activities and the preparation of required records and reports.

d. Arranges for the supply of nontactical motor vehicles from appropriate technical services or commercial sources.

e. Conducts periodic utilization surveys by vehicle groups, using units, and/or special areas of emphasis, and recommends necessary changes to allocation.

f. Develops cost and statistical data on vehicle utilization. Maintains detailed records of the status and degree of utilization of vehicles assigned to Transport Branch.

g. Provides driver testing and examining services for the installation and issues permits for nontactical vehicles to those who successfully pass required tests.

h. Operates SABER Bus, Military Taxi, and Cargo Taxi Systems in support of Installation Transportation 21-10 requirements.

18-13. SUPPLY AND SERVICES DIVISION (SSD). a. Advises the Director on logistics supply and services matters (excluding medical and R&U) including POL and ammunition surveillance. Plans, directs, and supervises the management, procurement, receipt, storage, and issue of supplies and equipment for activities to include the Clothing Services Operation, Food Service, Troop Issue Subsistence, Laundry, and Installation Property Book Office.

b. Develops policies and procedures to include objectives, methods, and priorities for accomplishment of effective supply and services support.

c. Develops logistical systems and procedures for elements of the division and for translation of requirements into machine procedures. Conducts analysis of machine/manual operations for system improvement. Coordinates with Directorate Logistics Systems Officer for system development and improvement.

18-14. SUPPLY MANAGEMENT BRANCH. a. Maintains statistics pertaining to manpower, cost, performance workload, production, and other matters required by the Director.

b. Performs manpower utilization functions for the division including preparation and maintenance of feeder information for the TDA, and feeder information for preparation and maintenance of manpower records.

c. Provides office services support for the division.

d. Provides supply support for the division.

e. Monitors the acquisition, reporting, inventory and disposal of Defense Industrial Plant Equipment.

f. Researches and provides status to the Materiel Readiness Center concerning repair parts requests that are causing excessive equipment deadline.

g. Administers the local program for the acquisition of repair parts in support of low density items of equipment.

h. Serves as SSD representative to supported units and/or activities. Investigates and recommends solutions to customers' problems relating to supply operations.

i. Provides supply training as requested; conducts informal visits to supported units; resolves discrepancies in coordination with the Property Control Branch pertaining to customer due-out listings and reconciliations.

j. Provides reportable equipment status for the installation Continuing Balance System (CBS) and Continuing Balance Systems Expanded (CBSX).

k. Develops, plans, and supervises actions pertaining to the contracting officers' representatives and quality assurance personnel to accomplish contracted logistics function.

l. Plans, directs, and supervises laundry operations.

18-15. PROPERTY CONTROL BRANCH. a. Advises the Chief, SSD, on matters pertaining to the operation of the Property Control Branch, which includes Commodity Management, Distribution, Local Purchase, Editing, Data Conversion, Ammunition, and Storage.

b. Develops policies and procedures for the operation of the branch.

c. Branch chief serves as the Accountable Installation Property Officer (AIPO) for Account No. W22PEQ.

d. Plans, supervises, and controls supply functions, to include stock control, inventory management, and storage functions for supplies within the responsibility of AIPO.

e. Operates the Central Receiving Point (CRP) and processes incoming supplies for distribution to supported customers through unit pick-up or delivery service (Class IX only).

f. Maintains item and dollar accountability records under existing regulations and directives.

g. Receives deliveries of bulk POL products and monitors delivery and unloading operations.

h. Develops and consolidates financial inventory accounting data and prepares supply and management analyses.

i. Coordinates with inventory control points, other sources of supply, and supported units concerning supply actions, plans, and operations.

j. Develops stock fund budget feeder information, maintains operational control of stock fund acquisition authority for item purchases, and ensures that orders are not placed in excess of current approved programs.

k. Supervises establishment and maintenance of authorized stockage list, requisitioning objectives, replenishment, receipts, issues, excess, and tracer actions.

l. Supervises the operation of the Installation Repairable Exchange (RX) program and performs the associated Supply and Storage function.

m. Coordinates with special project officers and Government, commercial, and other supply agencies in support of unit activations and/or deployments and other authorized requirements to obtain needed supplies.

n. Supervises establishment and operation of the installation turn-in points for supplies and equipment within the responsibility of the AIPO.

o. Schedules, coordinates, and supervises complete, detailed, and accurate annual, cyclic, and special physical inventories of major and secondary items in storage and/or awaiting disposition. Acts to reconcile discrepancies and render reports.

p. Requisitions, stores, issues, and accounts for ammunition used by the installation for training purposes under provision of AR 710-2.

18-16. SUPPORT SERVICES BRANCH. a. Advises the Chief, SSD, on matters pertaining to the operation of the Clothing Services Branch, which includes the Central Issue Facility (CIF), Clothing Initial Issue Point (CIIP), Clothing Textile Section, and Self-Service Supply Center (SSSC).

b. Develops policies and procedures for the branch.

c. Develops, plans, and supervises actions pertaining to issue of individual clothing in the CIIP.

d. Provides sewing alteration and repairs for individual uniforms and organizational clothing and equipment in the Clothing and Textile Repair Shop.

e. Issues and receives organizational clothing and equipment for personnel assigned to Training Center Activities, 12th Cavalry Regiment permanent party, 194th Armored Brigade, and USAARMS students through the CIF. Stores, maintains, issues, and provides DX or organizational clothing and equipment of TA-50 items. Maintains property books and records for clothing and equipment issued by the CIF.

f. Requisitions, stores, issues, and accounts for common type, expandable supplies authorized for distribution through SSSC under provisions of AR 710-2.

18-17. INSTALLATION PROPERTY BOOK BRANCH. a. Plans, develops, and establishes an automated/consolidated organizational installation property book.

b. Provides organizational supply support to 16 formerly manual property book organizations/activities in support of 445 hand receipt holders to include:

(1) Property book accounting for over 510,686 items of equipment with a dollar value in excess of \$862 million.

(2) Support for durable, expendable, and consumable supplies.

(3) Administration preparation of adjustment documents.

(4) Supply pick-up and delivery service.

c. Coordinates with commanders/directors and staff officers supported by the installation property book in logistical planning for training requirements and redistribution of assets.

d. Advises commanders as to effective utilization of logistical management tools provided by the automated system

e. Coordinates the receipt, storage, accounting, issue of contingency and back-up stocks consisting of:

(1) Individual military clothing in support of ROTC summer training.

(2) Special climatic clothing/equipment in support of rapid deployment forces.

(3) Dining facility equipment in support of contract dining facilities.

f. Coordinates with command/directorate/activity budget officers to ensure that all supply actions are properly funded.

g. Composes and publishes instructions for transfer of equipment during periods of unit reorganization and mobilization.

h. Actively participates in equipment surveys conducted by this and higher headquarters, provides feeder data to planners, and assists commanders with authorization document planning.

i. Works closely with G-3/Directorate of Plans, Training, and Mobilization Force Integration Office for fielding of new equipment and realignment of assets to meet mission requirements.

18-18. TROOP ISSUE SUBSISTENCE ACTIVITY BRANCH. a. Advises the Chief, SSD, on matters pertaining to receipt, storage, breakdown, and distribution of subsistence supplies.

b. Responsible for the planning, leadership, and guidance of troop issue subsistence operations, to include determining requirements, procuring, inspecting, storing, and issuing subsistence items.

c. Prepares requisitions for locally procured issue items, maintains Voucher Register General Control, consumption records, and computes basic daily food allowance (BDFA) costs.

d. Prepares requisitions for DPSC supplies, subsistence for troop issue, hospital, Fort Knox Independent Schools, nonappropriated fund activities and Reserve components. Performs stock control functions to ensure continuity of supply and maintains stock fund obligation.

e. Receives ration requests, prepares issue slips for field rations, and maintains dining facility account cards for rations issued.

f. Requests, receives, inventories, issues, and stores perishable and nonperishable subsistence supplies. Operates the USAARMC Self-Service Mini-Mart and is responsible for maintaining prescribed sanitary standards throughout the troop issue facilities.

g. Develops Stock Fund Budget feeder information for subsistence items, maintains operational control of stock fund acquisition authority, and ensures that orders are not placed in excess of current approved programs.

h. Directs the establishment and maintenance of necessary accounting records and practices in accordance with regulatory guidelines.

i. Maintains records and submits reports associated with food cost and feeding strength summary, statement of reimbursable issues, statements of gains and losses, operational rations annual report, dining facilities account records, Quarterly Stratification Report, and Troop Issue Management Report.

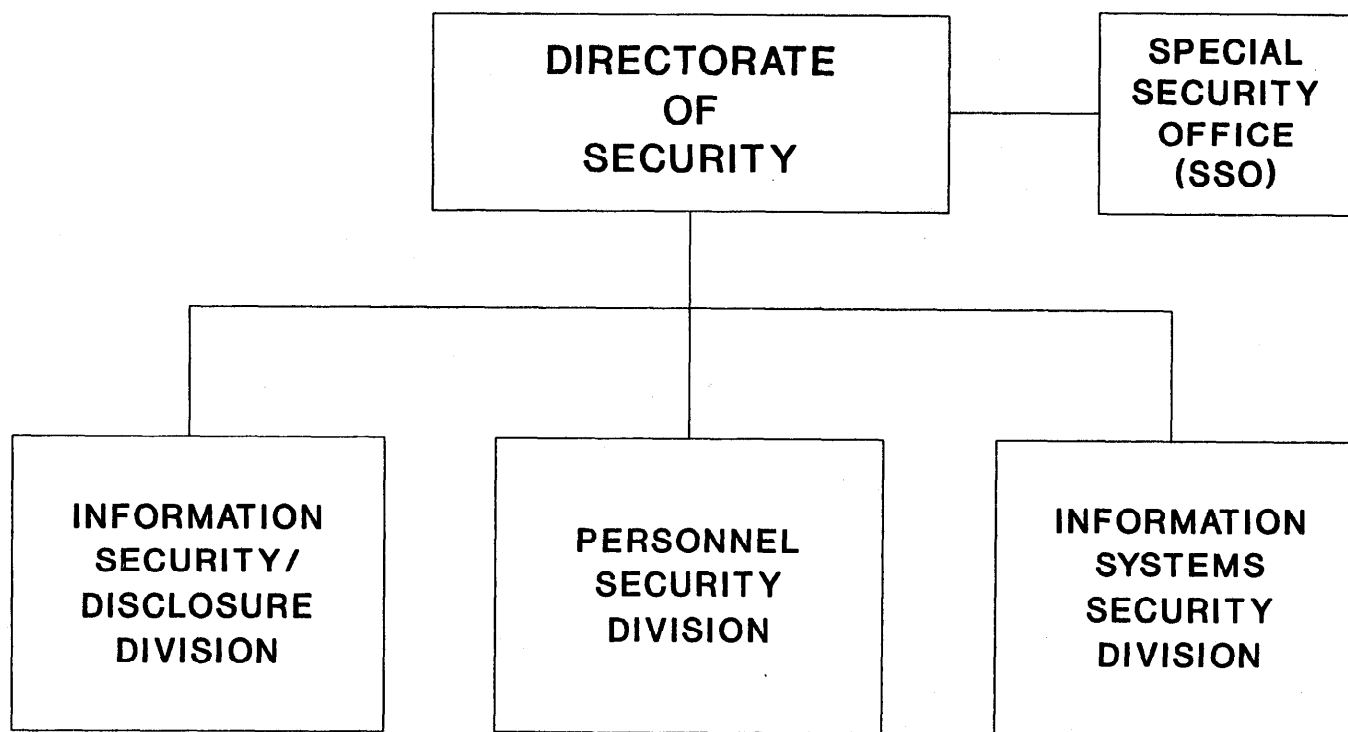
18-19. FOOD SERVICE BRANCH. a. Plans, directs, and supervises Food Service operations.

b. Coordinates, assists, and advises units and other authorized agencies, including NAF facilities, on all phases of food management, from procurement to serving, including the improvement of food preparation facilities.

c. Develops and monitors programs for on-the-job training for food service personnel to support installation dining facilities.

d. Develops, plans, and supervises actions pertaining to the contracting officers' representatives and quality assurance personnel to accomplish contracted food services functions.

e. Issues and maintains control of cash meal payment books for all installation dining facilities.



CHAPTER 19

DIRECTORATE OF SECURITY

Section I. RESPONSIBILITIES

19-1. DIRECTOR OF SECURITY (DSEC). The DSEC is the principal staff officer to the Commanding General on matters pertaining to intelligence, and security and is the career Program Manager for CP35 (Civilian Intelligence Personnel Management System (CIPMS)). Is responsible for security clearances, foreign liaison and accreditation, access to classified areas and activities, security surveys and inspections, security of automated systems, liaison with military and civilian agencies for information of intelligence interest, maps and aerial photography policy, safeguarding classified defense information, providing and maintaining a facility for the destruction of classified material, providing intelligence annexes to USAARMC contingency plans and directed exercises, and formulation of policies on matters pertaining to the DSEC mission. Also, provides special compartmented intelligence support to the Command, staff coordination responsibility with Detachment 5, 5th Weather Squadron (USAF); Fort Knox Residence Office, 902d Military Intelligence Group; and U.S. Army Special Security Detachment (Knox). (Responsibility does not include physical security of materials and facilities.)

Section II. FUNCTIONS

19-2. INFORMATION SECURITY DISCLOSURE DIVISION. a. Implements installation Information Security Program (AR 380-5).

(1) Develops detailed guidance for the preparation of command directives to ensure the proper handling, distribution, and storage of classified information.

(2) Establishes inspection criteria and conducts inspections to ensure consistency in the AR 380-5 inspection program.

(3) Directs and, in some cases, conducts preliminary inquiries and AR 15-6, Procedure for Investigating Officers and Boards of Officers, investigations into the possible compromise of classified information and material.

(4) Reviews preliminary inquiries for accuracy and completeness. Makes final determination for further investigation under AR 15-6. Prepares initial notification, follow-up, and final summary of incident to higher headquarters.

(5) Coordinates security for USAARMC-sponsored classified conferences to include clearance and need-to-know verifications. Supervises personnel screening attendance to classified presentations associated with these conferences.

(6) Authorizes equipment to be used for the reproduction of classified material.

(7) Provides assistance and training to installation security managers in changing security container combinations.

(8) Monitors and assists implementation of the installation Entry/Exit Inspection Program, to include the issuance of courier authorization cards to security managers.

(9) Conducts travel briefings for individuals traveling through designated countries and provides guidance and assistance to installation security managers for briefings of all foreign travelers.

(10) Monitors the installation security education program. Ensures compliance through assistance visits and inspections. Maintains a library of educational material and assists security managers in establishment of their security education programs.

(11) Coordinates policies and procedures for handling "DEA Sensitive" and other counternarcotic information.

b. Conducts coordination with law enforcement and intelligence activities for the mutual exchange of information concerning the criminal and hostile intelligence threat to Fort Knox.

c. Administers the installation program for Disclosure of Information and Visits and Accreditation of Foreign Nationals (AR 380-10).

(1) Serves as U.S. Contact Officer for foreign liaison officers, exchange officers, and special project officers officially accredited to the U.S. Army Armor Center and Fort Knox.

(2) Coordinates and maintains the official accreditation file on all assigned foreign personnel.

(3) Coordinates travel performed by accredited personnel to other installations and activities.

(4) Approves and/or coordinates the release of information requested by foreign accredited personnel. Ensures that information is releasable under the terms of their approved accreditation.

(5) Processes requests for information from foreign embassies and sanitizes accordingly.

(6) Maintains records of documents released to foreign personnel/governments.

(7) Approves itinerary for all visiting foreign nationals. Coordinates special requirements for these visits with the Protocol Office.

(8) Coordinates with DA on approval/disapproval of foreign visits.

d. Maintains and verifies contractor clearances, visit requests, and facility clearances for contractors visiting and requesting information from Fort Knox.

e. Approves/disapproves the release of information requested by U.S. and foreign industry.

f. Processes requests for Technical Surveillance Countermeasure Service (TSCM).

g. Conducts briefings, debriefings, and interviews of selected personnel in the preparation of intelligence reports. (NOTE: Subtasks of this program are classified).

h. Administers the CCI/STU III security program for the installation.

19-3. PERSONNEL SECURITY DIVISION. a. Provides personnel security program management through issuance of local policy and operating guidance to USAARMC/USAARMS activities and tenant commands in accordance with established Intraservice Support Agreements and AR 380-67.

b. Conducts announced, unannounced, courtesy, and command inspections for implementation and compliance with AR 380-67 and established local policy.

c. Provides oversight and submits to higher headquarters various personnel security actions to include requests for security clearances, investigations, and reports of unfavorable information.

d. Approving authority for civilian positions designated as sensitive. Maintains a record of the number of civilian positions designated as sensitive and monitors personnel assigned to those positions. Approves requests for exception to policy for assignment to sensitive positions, as required.

e. Grants interim security clearances.

f. Coordinates with other military intelligence and investigative agencies on personnel security matters and with the Special Security Detachment on matters pertaining to Sensitive Compartmented Information.

g. Requests higher headquarters to initiate limited and complaint-type investigations as required.

h. Reviews, evaluates, and determines proper action on results of personnel security investigations received from the Defense Investigative Service or Office of Personnel Management.

i. Conducts formal workshops to educate unit security managers in their personnel security responsibilities.

19-4. INFORMATION SYSTEMS SECURITY DIVISION. a. Serves as focal point for and principal advisor to the installation commander on information systems security matters in accordance with AR 380-19.

b. Chairs the Installation Information Systems Security Committee (IISSC) meeting.

c. Ensures that appropriate mission-essential, sensitive data processing activities (DPA) are included in the overall installation physical security plan per AR 190-13.

d. Ensures that assigned and tenant DPAs receive adequate local support for their information systems security requirements, to include receiving assistance during the accreditation process to ensure that all threats have been identified and vulnerabilities addressed.

e. Maintains a central accreditation index of all post, installation, and tenant DPA automated system accreditations, including sensitivity level, accreditation status, and corrective actions required, if any.

f. Conducts advice and assistance visits as required/requested.

g. Ensures Information Systems Security Coordinators (ISSC), Information Systems Security Officers (ISSO), and Terminal Area Security Officers (TASO), are appointed as required.

h. Approves requests for exception to policy for assignment to ADP sensitive positions, as required.

i. Reviews and adjudicates requests for assignment to ADP sensitive positions when derogatory information exists.

j. Coordinates formal training programs for ISSOs and security managers.

k. Ensures all automated systems are assigned a sensitivity level.

l. Ensures all sensitive automated systems are accredited.

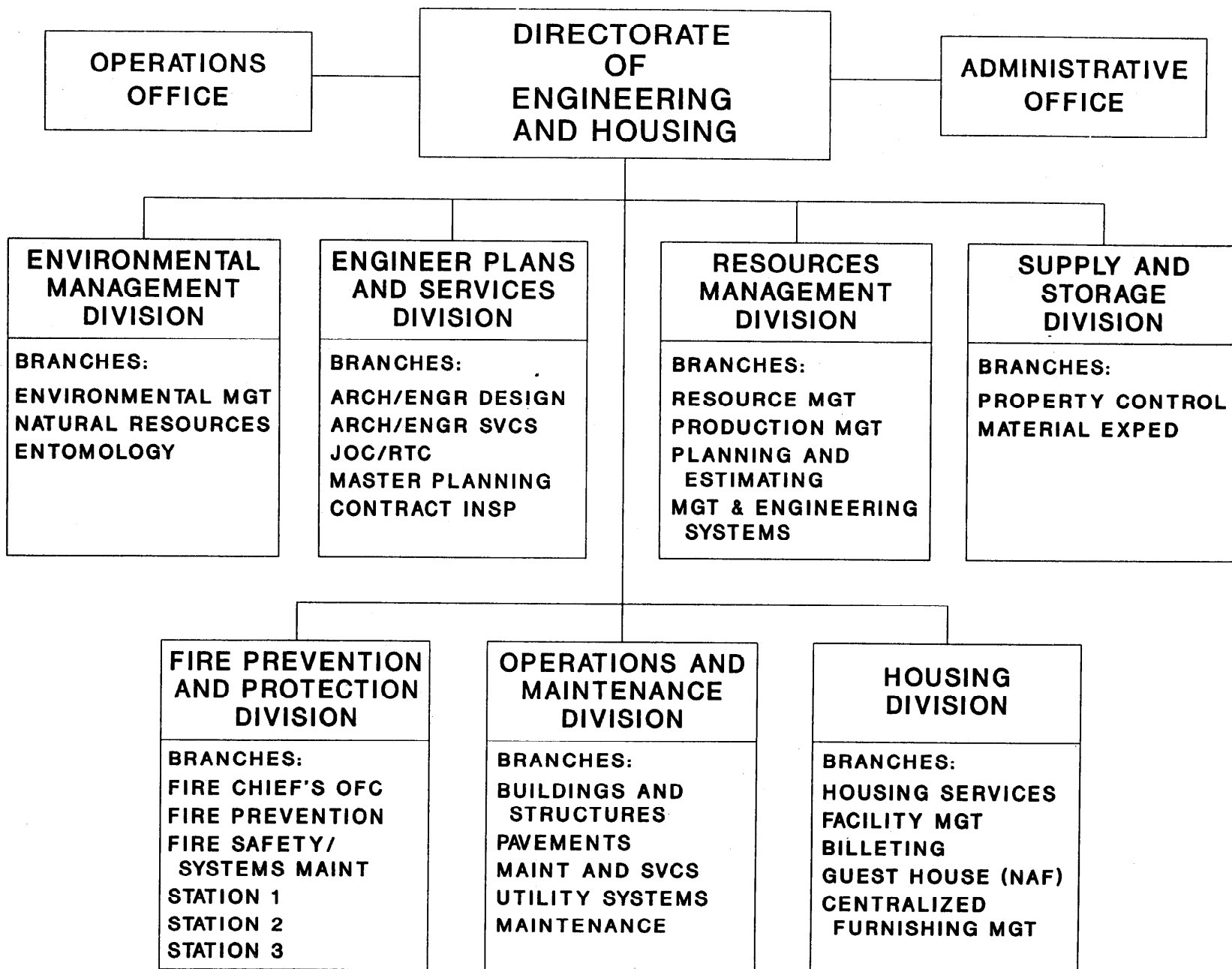
m. Composes and publishes policy concerning information systems security.

n. Recommends countermeasures regarding the vulnerability to interception and exploitation of classified information processed on electrically-, electronically-, and electromagnetically-operated equipment. Maintains information on processing equipment for which compromising emanation characteristics have been established.

19-5. SPECIAL SECURITY OFFICE (SSO). a. Manages the Command Special Compartmented Intelligence (SCI) programs. Provides SCI support to the U. S. Army Armor Center, U. S. Army Armor School, and Fort Knox tenant activities.

b. Provides special overwatch support to visiting VIPs.

c. Maintains contact with other SSO activities, world-wide in supporting reassignments and special visits.



20-1

CHAPTER 20

DIRECTORATE OF ENGINEERING AND HOUSING

Section I. RESPONSIBILITIES

20-1. DIRECTOR OF ENGINEERING AND HOUSING (DEH). The DEH is the Commanding General's principal staff officer for engineering and housing activities. The DEH is the installation engineer, environmental manager, real property manager, housing manager, and the installation fire marshal. Specific activities include all maintenance of real property facilities either through contracts or in-house workforce; master planning and the installation major construction program (MCA); mobilization construction planning; engineer troop utilization; inspection, supervision and acceptance of all engineering/construction contracts; real estate acquisition, management, and disposal; facility utilization; operations and maintenance of utility plants and distribution systems; on- and off-post housing and furnishings; environmental and energy control; fire protection and prevention; refuse collection and disposal; insect and rodent control; custodial services; and facilities engineering and housing support for Government-owned and leased facilities for U.S. Army Reserve Centers in the state of Kentucky (less 27 counties in the western portion of Kentucky). Provides staff supervision of U.S. Army Support Detachment, Columbus, Ohio. Serves as the USAARMC Program Director for facilities engineering and housing activities and is the activity director for woodlands management program and principal advisor for wildlife conservation. Provides master planning and facilities engineering support for Government-leased facilities for support of the National Rifle and Pistol Matches at Camp Perry, Ohio. Represents the Commanding General on the Lincoln Trail Area Development District Board.

Section II. FUNCTIONS

20-2. ADMINISTRATIVE OFFICE. a. Serves as Engineering and Housing representative for civilian personnel administration and advises the DEH on policy concerning personnel matters.

b. Prepares personnel action requests, manpower justifications, and maintains the personnel portion of the TDA and the personnel voucher for the directorate.

c. Prepares the organization and functions statement for the directorate.

d. Provides miscellaneous typing support for the directorate.

e. Operates a mail and distribution center and maintains a suspense control system for the directorate.

f. Coordinates and consolidates replies for DEH on all miscellaneous inspections/reviews involving multiple divisions.

g. Serves as files and records manager for the directorate. Provides guidance to all divisions on files maintenance and supervises transfer or disposal of all records.

h. Procures and maintains technical library.

i. Coordinates and processes training requests and prepares civilian training plan.

j. Prepares travel orders and makes all travel arrangements.

k. Procures and dispenses all DEH administrative supplies.

20-3. OPERATIONS OFFICE. a. Performs customer service for the DEH. Resolves customer complaints by working with each division in the DEH. Coordinates engineer troop projects throughout Fort Knox such as paving, building construction, concrete work, and cleanup details. Publishes articles in the Turret, Daily Bulletin, and Channel 12 to publicize DEH activities. Coordinates the U.S. Army Reserve Program in Kentucky and Ohio. Coordinates construction projects, environmental considerations, service contracts, and inspection of facilities.

b. Coordinates the expanded self-help program from the initial work order, estimation, issue of materials and tools, through the final inspection. Performs orientations on the expanded self-help program to familiarize the customers on its procedures.

c. Prepares slide presentations for visiting personnel from TRADOC and Department of the Army. Coordinates special activities for DEH throughout the year such as Golden Field Day, Camp Challenge, Camp Perry, Family Forum, etc.

20-4. ENVIRONMENTAL MANAGEMENT DIVISION. Serves as the Engineering and Housing principal staff in matters relating to installation environmental and Natural Resources Programs.

20-5. ENVIRONMENTAL MANAGEMENT BRANCH. a. Initiates, develops, executes, and monitors programs and activities in assigned areas of responsibility to ensure compliance with Federal, state, and local environmental quality standards.

b. Serves as Assistant Installation Environmental Quality Control Officer and technical advisor on the Master Planning Board and Installation Historical Preservation Committee meetings.

c. Develops and prepares installation policies, standards and criteria pertaining to environmental consideration in DA action.

d. Prepares major construction (MCA) project documentation for pollution abatement and NPDES projects required to comply with governing regulations. Initiates, develops, and executes public awareness programs on environmental matters.

20-6. NATURAL RESOURCE BRANCH. a. Plans, programs, and accomplishes management and maintenance of turf, shrubs, and other landscape planting.

b. Performs maintenance and management of fish and wildlife habitat and operates Hunt Control.

c. Makes recommendations concerning execution of agricultural and grazing-out leases and forest products harvesting.

d. Provides representatives to the Conservation and Beautification Committee and the Beautification Subcommittee.

e. Maintains, manages, and improves woodlands, accomplishes reforestation and control of forest diseases; constructs and maintains fire breaks and performs other fire protection activities; marks timber available for disposal and makes recommendations for timber harvesting.

f. Prepares the installation cooperative plan/agreement to outline a program of planning, development, maintenance, and coordination of wildlife, fish, and game conservation.

g. Provides landscape architectural services for the installation to include development of landscape plan.

h. Provides technical guidance to the Installation Conservation and Beautification Committee.

i. Prepares and submits installation participation in Secretary of Defense Conservation Award.

j. Develops detailed Integrated Natural Resource Management Plan which includes land management, forestry, fish and wildlife, etc.

20-7. ENTOMOLOGY BRANCH. Performs insect and rodent control inspection and treatment of buildings, grounds and storage areas, and furnishes assistance to the Preventive Medicine Service, MEDDAC, in the coordination of the USAARMC Rodent and Pest Control Program.

20-8. ENGINEER PLANS AND SERVICES DIVISION. a. Plans, programs, designs, and supervises matters pertaining to installation engineering projects, master

planning, MCA programming, MCAR programming, construction inspections, real property and facility utilization, mobilization, and related functions. Inspects contract execution and monitors construction activities.

b. Responsible for the design and preparation of drawings and specifications. Coordinates design with using agency. Reviews nonappropriated fund projects (including Army and Air Force Exchange Service and Army and Air Force Motion Picture Service projects) for technical sufficiency. Provides technical assistance to the contracting officer in selection of material, construction methods, and project supervision and inspection. Reproduces and maintains engineering data files of maps, drawings, and specifications which relate to the real property of the installation. Represents installation at design conferences on projects executed by district engineers or other construction agencies. Accomplishes design of projects for the USAR elements located within the designated geographical area of the installation. Provides facilities engineering input to environmental impact statements. Prepares DD Forms 1391 and 1391C, and other related documents for the MCA program.

20-9. ARCHITECTURAL AND ENGINEERING DESIGN BRANCH. a. Prepares, manages, coordinates, and develops architectural and engineering projects and furnishes technical assistance to contracting officials.

b. Provides engineering review on proposed new construction real property, and maintenance and repair activities.

20-10. ARCHITECTURAL AND ENGINEERING SERVICES BRANCH. a. Prepares, coordinates, and develops scopes of work for architectural and engineering projects and furnishes technical assistance to contracting officials.

b. Negotiates delivery orders for projects with Architect-Engineer (A&E) firms for projects. Monitors A&E performance.

20-11. MASTER PLANNING BRANCH. a. Develops the installation master plan; establishes and maintains liaison with local commands, District Engineer, Louisville Engineer District, Louisville, Kentucky, and higher headquarters to provide for the orderly preparation of the Military Construction-Army (MCA) Program and presentation to the Installation Planning Board. The real property and facility utilization, mobilization, and related functions are also a part of the Master Planning Branch.

b. Initiates, develops, executes, and monitors programs and activities in assigned areas of responsibility to ensure compliance with Federal energy conservation requirements. Serves as the installation point of contact (POC) on all matters relating to energy/utilities conservation and control. Serves as Assistant Installation Energy/Utilities Conservation Officer, Action Officer at E/UCC meetings and advisor on mobility fuels consumptions and control.

c. Recommends HVAC and building design changes and prepares MCA-ECIP (Energy Conservation Investment Program) projects plus economic and design back-up documentation. Develops public awareness of energy conservation through such media as command memos, brochures, newspaper articles, etc. Coordinates directly with DA and TRADOC Energy Offices in addition to the DEH Budget Analyst in programming and budgeting.

20-12. CONTRACT INSPECTION BRANCH. Supervises and inspects in-progress and final acceptance inspection of construction and service-type contracts to ensure adequate contractor performance. Provides professional engineering analysis and formal documentation on feasibility and appropriateness of any proposed changes to contracts. Makes engineering analysis and confirms acceptance test of materials and equipment used in contracts. Makes engineering as-built drawings of construction projects locally inspected. Ensures that all manuals, catalogs, operating instructions, and other data required by the contract is submitted timely and accurately and provided to Plans and Services for proper distribution to the appropriate office. Maintains a logbook on each contract; upon completion of each contract, the logbook, with other appropriate documents, is provided to Procurement for filing with project folder. Provides monthly progress of contracts to the Engineering Plans and Services Administrative Section for contract payment.

20-13. JOB ORDERING CONTRACT/REQUIREMENTS TYPE CONTRACT (JOC/RTC) BRANCH.

a. Develops scopes of work and prepares and evaluates Requests for Proposals (RFP), prepares delivery orders, and administers the Job-Order Contract.

b. Prepares delivery orders and administrative and technical support for the execution of the requirement type contracts.

20-14. RESOURCES MANAGEMENT DIVISION. a. Exercises supervision and renders technical judgment in areas of industrial engineering and management control. Provides industrial engineering services and technical assistance in industrial engineering matters.

b. Manages, plans, programs, coordinates, schedules, and executes resources for accomplishment of work by DEH forces. Includes overall responsibility for final preparation and presentation of the Unconstrained Requirements Report (URR) (AR 420-8), Technical Data Report (AR 420-16), and Annual Work Plan. Prepares DEH portion of Command Operating Budget (COB) and Budget Execution Review (BER). Prepares and approves manpower and material estimates for individual job orders, service orders, and standing operations. Based on current craft backlog, advises whether to accomplish work by contract, Troop, in-house, or U-DO-IT. Analyzes completed work and evaluates shop performance. Maintains statistical records and/or visual devices reflecting the current status of work programs, including distribution of work forces, status of individual job orders, operations activities, and backlog of work in terms of manhours. Integrates the work management program

with other engineer and installation programs and ensures overall compliance with basic policies. Supervises the facilities engineering ADPE operation and RPMA work classification for fund expenditure.

20-15. RESOURCE MANAGEMENT BRANCH. a. Performs budget, cost accounting, fund control, allotment, and statistical services for the Engineering and Housing organization. DEH fund management includes Operations and Maintenance, Army (OMA), Operations and Maintenance, Army Reserve (OMAR), Family Housing, Army (FHA), Conservation and Beautification (Fish and Wildlife), and Forestry and Environmental. Plans, supervises, and coordinates the preparation, analysis, and completion of the DEH budget and operating program to include the facilities engineering portion of the COB and BER. Obtains RPMA support requirements from installation activities, including tenants and satellited activities that are provided facilities engineering support on a reimbursable basis, for inclusion in the operating budget and annual work plan. Performs budget and fiscal accounting analysis and prepares allied statistical reports and studies. Advises the facilities engineer on budget considerations involved in the development, execution, analysis, and review of their activities. Serves as the DEH representative at Jr. PBAC meetings.

b. Prepares technical data and unconstrained requirements, and General Officer Quarters reports.

c. Prepares the annual and long-range work plan and develops the MCB (Manage Civilian Budget).

d. Maintains the Maintenance and Repair (MAR) TRADOC report.

e. Maintains records and prepares reports pertaining to cost and budget matters for facilities engineering.

f. Coordinates preparation and renewal of interservice support agreements (ISSAs).

g. Maintains cost limitation controls for family housing projects, temporary building repairs, and special projects.

20-16. PRODUCTION MANAGEMENT BRANCH. a. Receives telephonic and walk-in requests for work and establishes input records. Reviews job order requests for compliance with regulatory requirements, feasibility, and adequacy. Provides customer service work status reports.

b. Approves and processes work authorization forms and documents.

c. Coordinates and schedules work performance of DEH in-house work and maintains complete information on manhours and workload.

d. Conducts weekly production scheduling meetings for the ERMO and Operations and Maintenance Divisions.

e. Programs in-house work load for the Engineering and Housing organization. Coordinates accomplishment of contractual work with Engineer Plans and Service Division and Troop or U-DO-IT (expanded Self-Help) work with Operations Division .

f. Establishes priority for accomplishment of DEH in-house work.

g. Submits bill of materials for each estimated job order to supply division.

h. Assists in analyzing and evaluating completed work.

i. Prepares data for preparation of annual and long-range work plan for DEH.

j. Operates the facilities engineering radio and trouble call system.

k. Maintains file records of work requests and completed and incomplete job orders.

l. Maintains and consolidates statistical data from unit work schedules.

20-17. PLANNING AND ESTIMATING BRANCH. a. Using IFS-M and TB 420-1 through 30, predetermined time standards, estimates cost of labor, material, and equipment. Prepares detailed working estimates for individual jobs to be accomplished by the DEH. When required, prepares government estimate for facilities engineering work to be performed by contract. Visits sites of proposed work to determine physical conditions, obtains basic data necessary for planning and estimating the work, makes single line sketches not requiring major engineering or design work, and discusses proposed work with the using activity to ensure requirements will be satisfied in the most economical manner.

b. Prepares bill of materials and estimates for shop support of expanded self-help projects.

c. Conducts facility component inspections and maintains all records.

d. Prepares estimated cost of damages (ECODs) for real property facilities.

e. Serves as POC for special work events.

f. Operates the Facilities Estimating System (IFS-M).

g. Prepares OMA project validation records and obtains revalidations per TRADOC Reg 420-3.

20-18. MANAGEMENT ENGINEERING AND SYSTEMS BRANCH. a. Provides industrial engineering services and technical assistance for increasing the productivity of the facilities engineering work force.

b. Assists in preparation of the Annual Work Plan and the Long Range Work Program.

c. Recommends changes in manning levels and craft mix based on I.E. productivity studies. Provides workload data for manpower surveys.

d. Manages the proper utilization and operation of the ADP Integrated Facilities System (IFS) and Facility Engineering Supply System (FSS).

e. Reviews work statements, specifications, and estimates for commercial type functions.

f. Coordinates productivity QRIP/PCIP studies and directorate Suggestion Program.

g. Coordinates Internal Management Control Program.

h. Coordinates Directorate Review and Analysis Program.

i. Through cost and/or economic analysis, determines the method of accomplishment and makes recommendations for the triennial review.

j. Reviews completed job orders and service orders to compare actual cost and manhours with estimates; recommends corrective action as required.

k. Operates the DEH data processing systems which provides data for IFS, FESS, JFDEP, SAILS, STANFINS, and VIABLE systems.

20-19. SUPPLY AND STORAGE DIVISION. a. Plans, programs, and accomplishes the facilities engineering supply and storage functions, including the facilities engineering portion of the stock fund.

b. Coordinates supply and equipment requirements with Resources Management and operating divisions.

c. Maintains manual/automated formal installation stock record account.

d. Coordinates, prepares, and updates Base-Level Commercial Equipment (BCE) requirements.

e. Coordinates, prepares, and updates Annual Commercial Design Motor Vehicle Requirements, RCS CSGLD-1577.

f. Provides input for equipment requirements to Resources Management Division for annual work plan.

g. Supervises warehouse operations and conducts inventories.

h. Formulates and submits TDA equipment data to USAARMC.

i. Maintains financial inventory accounting records.

j. Prepares and monitors the supply portion of the yearly procurement schedule.

k. Supervises the receipt, storage, and issue of Facilities Engineering items of supply and equipment.

l. Performs custodial control over set-aside inventory of BBPCT (clocking, bracing, packing, crating, and tie-down) materials for mobilization.

20-20. PROPERTY CONTROL BRANCH. a. Maintains manual/automated property records and stock control system.

b. Initiates procurement and receipt actions for supplies and equipment to support RPMA mission.

c. Maintains requirement type contracts for supplies.

d. Prepares and maintains contracts for service, loan, and/or lease of equipment.

e. Processes service order requests for repair of equipment.

f. Maintains jacket files on contracts involved with Government furnished supplies and equipment and disposal of excess.

g. Maintains the Engineering and Housing Property Book Account, including POL.

h. Reports excess supplies.

i. Receives, stores, and issues Engineering and Housing supply items, to include the engineer expanded self-help program.

j. Disposes of excess, serviceable, and unserviceable supplies and equipment.

k. Conducts inventories of equipment and supplies.

l. Operates Family Housing Preventative Maintenance Self-Help Store for quarters occupants and troop units.

20-21. MATERIAL EXPEDITING BRANCH. a. Pulls, delivers, and issues material for Individual Job Orders (IJOs) and shop stock.

b. Manages and maintains all standby stock.

c. Issues all materials and special tools in support of the expanded Self-Help Program.

20-22. FIRE PREVENTION AND PROTECTION DIVISION. Organizes and administers the installation fire prevention and protection program at Fort Knox, including aircraft rescue and fire fighting. Is designated as the first responder on all hazardous material incidents. Provides direct staff support to installation commanders on all fire safety-related activities. Coordinates and administers mutual aid agreements with all surrounding communities. Provides fire safety training to all installation personnel. Is responsible for providing fire protection to all range and grassland/woodland areas on the installation including providing technical guidance and supervision to the installation's emergency fire fighting detail. Reviews all proposed project plans, both major and self-help projects for adequacy of fire safety considerations. Coordinates activities of all installation area and unit fire marshals. Maintains all installation smoke detectors, sprinkler, and other fire detection and suppression systems. Provides operational training to mutual air fire departments. Develops and updates installation fire regulation. Procures and maintains tool supply for the installation's emergency firefighting detail. Inspects all installation facilities and develops fire safety improvement plans. Initiates work request to bring facilities in compliance with regulations. Administers the installation's fire loss data base and prepares all official fire reporting correspondence. Tests the water flow capability of the installation's water distribution system. Provides direct support to the installation's Child Development Center activities to include the Home Care Provider Program. Maintains and services all installation fire extinguishers and other first-use fire fighting equipment. Maintains the installation's hazardous material response tools and equipment including all self-contained breathing equipment.

a. Fire Chief's Office: Provides the organization with all administrative support. Investigates and reports all fire-related incidents. Reviews all inspection activities. Reviews all fire-related engineering plans.

b. Fire Prevention Section: Inspects all facilities and works closely with the installation's appointed fire marshals. Works with design engineers to ensure that fire safety has been considered and/or designed into all proposed projects.

c. Fire Station 1: Performs fire fighting and standard rescue services.

d. Fire Station Number 2: Performs fire fighting, brush/forest fire fighting, responds to hazardous material spills. Also operates the Fire Extinguisher Recharge and Repair Facility.

e. Fire Station Number 3: Performs fire fighting and provides aircraft crash/rescue/fire fighting support to Godman Army Airfield.

f. Fire Safety Systems Maintenance Section: Inspects and keeps all installation fire safety systems operational.

20-23. OPERATIONS AND MAINTENANCE DIVISION. a. Plans and supervises the operation, maintenance, and repair of the Fort Knox physical plan to include building, structures, utility systems, pavements, railroads, bridges, ranges, airfield, grounds, and land areas.

b. Provides technical advice to the director on all OMD areas of responsibility.

c. Provides technical input to Resources Management Division in developing DEH Resource Management Plans.

d. Reviews plans and specifications for maintenance and repair projects and new construction to determine technical adequacy with respect to operational and maintainability considerations.

e. Participates in the final inspection of MCA projects.

f. Provides technical assistance and in-house personnel in support of the Expanded Self-Help Program.

g. Makes recommendations for new and improved materials and supplies not currently available for warehouse stocks.

20-24. BUILDINGS AND STRUCTURES BRANCH. Supervises, coordinates, and accomplishes work necessary for the maintenance, repair, and improvement of buildings and structures. Work includes carpentry, masonry, sheet metal, welding, painting, glazing, and locksmith.

20-25. PAVEMENTS BRANCH. Supervises, coordinates, and accomplishes work necessary for the maintenance, repair, and improvement of roads, pavements, airfields, railroads, bridges, drainage systems, ranges, grounds, and land areas.

20-26. MAINTENANCE AND SERVICES BRANCH. a. Schedules and performs organizational maintenance, repair and preventive maintenance on DEH

equipment; i.e., dozers, cranes, tractors, scoop loaders, backhoes, mowing equipment, etc.

b. Assists in preparation of specifications and cost data for requisition of DEH equipment. Recommends replacement priority.

20-27. UTILITY SYSTEMS BRANCH. a. Supervises, coordinates, and accomplishes work necessary for the operation, maintenance, repair, and improvement of utility systems; i.e., electrical, heating, refrigeration, and air conditioning, through the Boiler Plant Section, Water and Sewer Plants Section, HVAC Section, Boiler Maintenance Section, and Electrical Section.

b. Operates and maintains water treatment plants and associated facilities to include the well field in West Point.

c. Operates and maintains a wastewater treatment facility.

d. Operates Energy Monitoring and Control System (EMCS).

20-28. MAINTENANCE BRANCH. a. Supervises, coordinates, and accomplishes work necessary for the operation, maintenance, and repair of Ireland Army Community Hospital, family housing quarters, water and gas distribution systems, and sewer collection systems, through the Hospital Maintenance Section, Housing Maintenance Section, Preventive Maintenance Section, and Plumbing Section.

b. Establishes and executes effective preventive maintenance (PM) programs for nonfamily housing buildings.

c. Operates night emergency operations to provide DEH response during nonduty hours.

20-29. HOUSING DIVISION. Advises the DEH on matters pertaining to on- and off-post housing. Plans, directs, and supervises activities related to the management and use of military family, unaccompanied, and guest housing; includes coordination of operation and maintenance, repair and construction of family housing units and unaccompanied officer and enlisted housing; initial issue and replacement furnishings and household equipment for family and unaccompanied personnel housing. Conducts annual housing requirements survey and maintains coordination with Veterans Affairs, District Engineers, and Federal Housing Administration in regards to availability, leasing, and monetary controls imposed by statute on leased family housing. Performs Division Management functions.

20-30. HOUSING SERVICES BRANCH. Manages all government-controlled family housing units so that all authorized personnel are adequately housed. Determines current and long-range family housing requirements. Maintains inventory of government-controlled housing and real property serving family housing. Performs assignment, pretermination, and termination inspections.

Inspects and verifies completion of work requirements. Responsible for assisting authorized personnel in locating suitable economy housing units and for ensuring that local landlords do not violate U.S. Army Policy of nondiscrimination. Responsible for maintaining listings of economy housing assets, and coordination with local economy officials for assistance in obtaining additional listings.

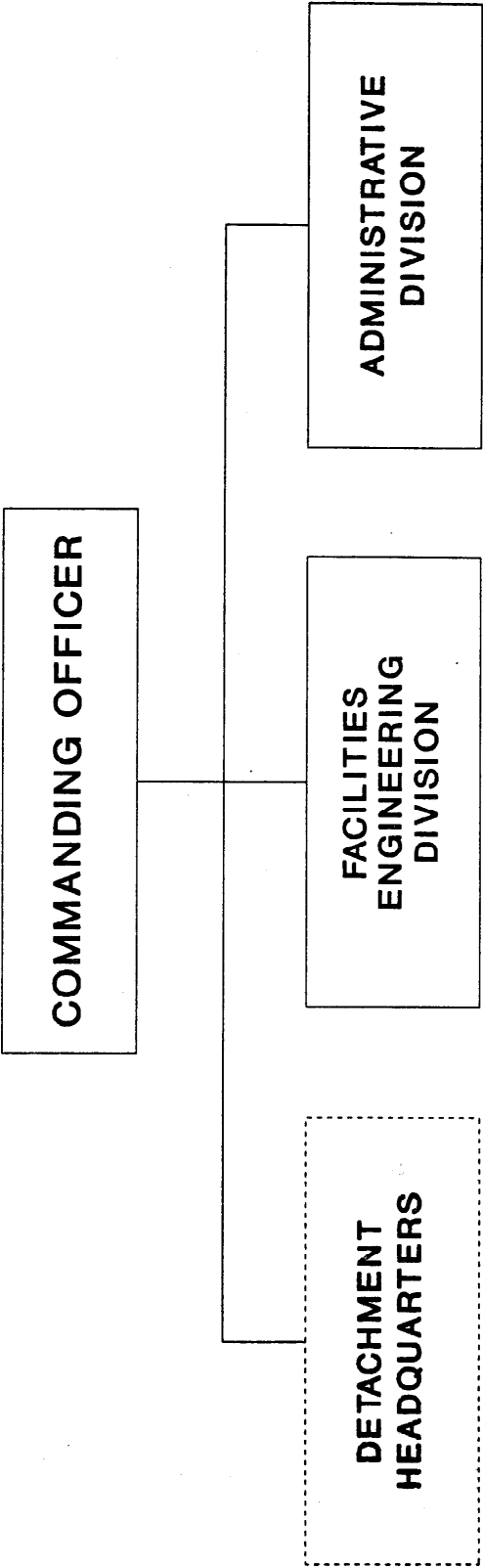
20-31. BILLETING BRANCH. Responsible for the installation billeting program to effect proper utilization of government-controlled Unaccompanied Personnel (officer and enlisted) Housing (UPH), unaccompanied personnel transient-type quarters and hotel accommodations. Formulates implementation of the UPH program. Provides the inspection of quarters prior to making assignments.

20-32. GUEST HOUSE BRANCH. Responsible for the management and operation of installation guest houses and DVQs. Formulates plans, policies, and regulations for local implementation of the installation's guest house program (NAF).

20-33. FACILITY MANAGEMENT BRANCH. Responsible for the planning, coordinating, and monitoring of projects for the maintenance, repair, modification, rehabilitation, improvements, and minor and major construction. Reviews project costs for housing facilities. Provides the annual and long-range maintenance, repair, and improvement work plan.

20-34. CENTRALIZED FURNISHINGS MANAGEMENT BRANCH. Directs, plans, develops, organizes, coordinates, and controls all aspects of execution and resources for the Family Housing and UPH furnishings program; to include troop barracks, tenant, and satellite units. Supervises the receipt, storage, and distribution of furniture and equipment (F&E) to authorized personnel and/or activities.

**U.S. ARMY SUPPORT DETACHMENT
COLUMBUS, OHIO 43215**



CHAPTER 21

U.S. ARMY SUPPORT DETACHMENT COLUMBUS, OHIO

Section I. RESPONSIBILITIES

21-1. A Class 1 Activity, under operational control of the Directorate of Engineering and Housing, USAARMC, with responsibility for furnishing Facilities Engineering and related support to U.S. Army Reserve Centers throughout Ohio and 10 counties in Northern Kentucky, ROTC units in Ohio, and the Columbus Support Facility, Columbus, Ohio.

Section II. FUNCTIONS

21-2. DETACHMENT HEADQUARTERS. a. Exercises command and general supervision over all elements and activities of the detachment.

b. Develops and directs the execution of safety management and fire prevention and protection plans, policies, and procedures designed to prevent accidents, injuries, and property damage for the Columbus Support Facility.

c. Coordinates and supervises related administrative actions to include the maintenance of administrative records and preparation of unit orders, policies, and directives.

21-3. FACILITIES ENGINEERING DIVISION. a. Advises the commander on matters pertaining to repairs and utilities activities.

b. Provides facilities engineering support for the Columbus Support Facility, Columbus, Ohio; ROTC units; and all Reserve units located throughout Ohio and 10 counties in northern Kentucky.

c. Plans the accomplishments of preventive maintenance, including inspection and corrective measures for buildings and structures and entomology services.

d. Supervises and coordinates maintenance, repair, and operation of utilities systems for the control, storage, transmission, collection, or distribution of: electricity, sewage, sprinkler systems, water, gas, steam, compressed air, and utility plants.

21-4. ADMINISTRATIVE DIVISION. a. Advises the commanding officer on all civilian management matters within the activity.

b. Coordinates and supervises administrative and logistics actions to include publication of travel documents, preparation of associated

correspondence, maintenance of logistical and service records, and training programs for civilian personnel.

c. Serves as program and management office for budget development and execution, review and analysis, manpower survey, and special surveys for improved performances.

d. Serves as property book officer for the detachment.

e. Controls and supervises telephone communications system of the Columbus Support Facility.

**DIRECTORATE OF
INFORMATION MANAGEMENT**

**RESOURCE MANAGEMENT
AND PLANS DIVISION
(RMPD)**

BRANCHES:

BUDGET

PLANS

PLANNING SEC

INFORMATION CTR

LOGISTICS

ATS CONTRACT SEC

SUPPLY SEC

**OPERATIONS SYSTEM
INTEGRATION DIVISION
(OSID)**

BRANCHES:

SYSTEMS

PRINTING/REPRODUCTION

RECORDS MANAGEMENT

POSTAL SEC

PUBLICATIONS SEC

INFO SERVICES SUPPORT

HF RADIO SEC

TCC

MACHINE OPS SEC

VTC

CHAPTER 22

DIRECTORATE OF INFORMATION MANAGEMENT

Section I. RESPONSIBILITIES

22-1. The Director of Information Management (DOIM) is the Commanding General's principal staff officer and advisor for Information Management (IM) and is responsible for planning, programming, operating, maintaining, and managing IM functions in support of the U.S. Army Armor Center and Fort Knox and tenant activities. (Also serves as the Commander, United States Army Information Systems Command (USAISC); see Chapter 31A.) Specific responsibilities are delegated for accomplishment to two divisions.

Section II. FUNCTIONS

22-2. The DOIM directs these specific functions for the installation: records and forms management, Privacy Act, Freedom of Information Act, copier approval/management programs, classified document control, operation of the central distribution center, correspondence, publications, blank forms stockage and control, postal affairs, automated management systems, and installation data processing activities; provides communications support for host installation commander and tenant activities during peacetime, contingency missions, and emergency operations; provides administrative and operational control for all communications service authorizations per AR 105-23; operates High Frequency (HF) Radio Net to provide emergency backup to existing wire communications facilities; coordinates and makes radio frequency assignments for all units within the USAARMC and Fort Knox; serves as Co-Chairman of the Information Management Support Council (IMSC) at Fort Knox and as Activity Director for Operations and Maintenance, Army Reserve Communications, on and off post in the states of Ohio and Kentucky, less 26 western counties; serves as a member of the Installation Planning Board and the U.S. Army Armor Center Program - Budget Advisory Committee.

22-3. RESOURCE MANAGEMENT/PLANS DIVISION. Supervises the functions of the Budget Branch, Plans Branch and Logistics Branch.

22-4. BUDGET BRANCH. Advises the DOIM on management aspects within the directorate and mission activities to include programming, budgeting, financial matters, manpower management functions, and communications accounting. Plans, develops, and directs the full range of review and analysis functions in the preparation, formulation, justification, presentation, and execution of the USAISC-Fort Knox budget for all information mission area (IMA) disciplines for the installation.

22-5. PLANS BRANCH. Supervises the functions of the Planning Section and The Information Center.

22-6. **PLANNING SECTION.** Responsible for technical and administrative planning and analysis for the information systems requirements of USAARMC and Fort Knox. Responsible for providing systems analysis, automatic data processing equipment (ADPE) procurement, regulatory procedures, and approval authority IAW AR 25-1.

22-7. **THE INFORMATION CENTER (IC).** The Information Center is a multi-discipline, full service element which serves as a focal point of contact for installation user inquiries on most matters pertaining to the IMA to include assistance/resolution of ADPE software trouble calls; limited ADPE requirements analysis, contracting officer representative (COR) duties for various ADPE, copier, and nontactical radio maintenance contracts; formal and self-paced software user training; repair of microcomputers and related hardware; operation of an ADPE hardware helpdesk; regional distribution center for C2MUG; and installation/maintenance of professional office system (PROFS) and local area network/wide area network (LAN/WAN) connectivity circuits.

22-8. **LOGISTICS BRANCH.** Supervises the functions of the Administrative Telephone Service (ATS) Contract Section and the Supply Section.

22-9. **ADMINISTRATIVE TELEPHONE SERVICE (ATS) CONTRACT SECTION.** Responsible for processing all customer requests for telephone and ADPE connectivity; telephone operations concerning Inside Plant, Outside Plant, cable, switchboard, and communications electronics; COR for \$450K per year on the ATS contract; COR on all switch upgrades/expansion projects; provides liaison between USAISC, the ATS contractor, USAARMC customers, South Central Bell Telephone Company, and other on-site contractors; maintains 253 miles of cable and wire and 4.3 miles of fiber optic cable.

22-10. **SUPPLY SECTION.** Maintains property accountability for all Tier I, II, III property belonging to USAISC and USAARMC, with an automated property book of over 20,000 items valued over 17M.

22-11. **OPERATIONS SYSTEMS INTEGRATION DIVISION.** Supervises the functions of the Systems Branch, Records Management Branch, the Information Service Support Branch, the Telecommunications Center, the Postal Section, the Publications Section, the Video Teleconference Center, the High Frequency Radio Station, Machine Operations Section and Printing/Reproduction Branch.

22-12. **SYSTEMS BRANCH.** Responsible for the day-to-day oversight of automated systems such as ASIMS, ISMs, and PROFS to include any programming, analysis/fact-finding missions or troubleshooting for systems. Also responsible for management of executive software and security management of information systems.

22-13. **RECORDS MANAGEMENT BRANCH.** Responsible for maintenance and disposition of official files (Modern Army Records Keeping System (MARKS)), Records Holding Area, forms management, Privacy Act, Freedom of Information Act (FOIA), copier approval/management program, classified document control, command correspondence, micrographics program, and the Daily Bulletin.

22-14. POSTAL SECTION. Responsible for postal affairs, official mail and distribution, and operation of the central distribution center.

22-15. PUBLICATIONS SECTION. Responsible for publications and blank forms stockage/control.

22-16. INFORMATION SERVICE SUPPORT BRANCH. Responsible for providing communications support for long haul circuits (both voice and data), telephone discipline by monitoring telephone bills and usage, network management of the Defense Data Network (DDN), and coordinates/approves citizens band radio usage.

22-17. TELECOMMUNICATIONS CENTER (TOC). Responsible for the transmission, receipt, acceptance, processing, and distribution of narrative and data messages; and operates common user secure and nonsecure facsimile equipment.

22-18. VIDEO TELECONFERENCE CENTER (VTC). Provides two-way electronic voice and video communications between Fort Knox and other locations.

22-19. HIGH FREQUENCY RADIO STATION. Operates a high frequency radio net to provide emergency backup to existing wire communications facilities. Also functions as a Military Affiliate Radio System (MARS) which provides communications for morale support of soldiers and their family members.

22-20. MACHINE OPERATIONS SECTION. Responsible for the day-to-day production cycles of automated systems such as ASIMS, ISMs, and AUTOROS and includes operation of computer printers and other peripheral equipment. Receives and distributes the daily input/output data from functional users. Schedules all cycles and operates micrographics equipment.

22-21. PRINTING/REPRODUCTION BRANCH. Operates an Army Field Printing Plant which provides both in-house printing/reproduction and commercial (contract) printing.

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